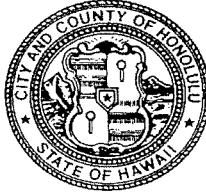


DEPARTMENT OF HUMAN RESOURCES  
**CITY AND COUNTY OF HONOLULU**  
650 SOUTH KING STREET 10<sup>TH</sup> FLOOR • HONOLULU, HAWAII 96813  
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KIRK CALDWELL  
MAYOR



CAROLEE C. KUBO  
DIRECTOR DESIGNATE

NOEL T. ONO  
ASSISTANT DIRECTOR

January 23, 2013

The Honorable Ernest Y. Martin, Chair  
and Members  
Honolulu City Council  
530 South King Street, Room 202  
Honolulu, Hawaii 96813

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C & C OF HONOLULU  
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Dear Chair Martin and Councilmembers:

Subject: Unbudgeted Temporary Position Notification

Section 2-17.2(a) of the Revised Ordinances of Honolulu provides that positions authorized within the specified permanent position count and temporary position count for each activity under the Executive Operating Budget may be established, filled and have funds allotted to them. In accordance with this provision, a temporary Employee Counselor position in the Department of Human Resources, Health Services Branch will be filled with a personal services contract. Additional required information on this position is as follows:

1. Type of Temporary Position Required:

One part-time Employee Counselor to provide counseling and referral services to employees as allowed under Section 6-1103(g) of the Revised Charter of the City and County of Honolulu.

2. Anticipated Duration of the Employment of the Temporary Position:

January 15, 2013 to June 30, 2013 (6 months) with possible extension/renewal as required and allowed under the Revised Charter of the City and County of Honolulu.

3. Cost of the Temporary Position:

\$26.25 p/hour, up to 19 hrs/wk x 6 months = \$11,970 total

4. Source of Budgetary Savings that will accrue to finance the Temporary Position:

The contract will be funded from salary savings from the currently vacant Employee Counselor, SR 24 position.

5. Unforeseen or Emergency Circumstances Justifying the Need for the Temporary Position:

This contract position will offer counseling and referral services to employees needing assistance with personal, family, or work situations, with the ultimate goal of improving quality of life and job performance. Currently, there is insufficient staff to perform these needed services.

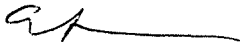
Sincerely,



Carolee C. Kubo  
Director Designate

c: Office of the Mayor  
BFS Budgetary Administration Division

APPROVED:



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Ember Lee Shinn  
Managing Director Designate